

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)). To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: June 15, 2022	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 846 2326 0882 Password: 092863	
Meeting Leader: Jasmine Cisneros	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at aaaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to aaaraujo@ehsd.cccounty.us before or during the meeting.*

Please raise your hand in the Zoom app when your item is called and you will be limited to two minutes comment.

All votes taken during a teleconference will be by roll call.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An approval of the 2022-2023 CSB Planning Calendar.

An approval of the May 18, 2022, Policy Council Minutes.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

A wellness activity to open communication and enhance overall wellbeing.

An understanding of the Community Assessment to enhance our understanding of the strengths and needs in our community.

An understanding of the 2021-2022 Parent Survey Results to gain an awareness of parent feedback relating to program quality.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An understanding the Transition to Kindergarten presentation so parents are informed on strategies to successfully transition kindergarten-bound children from Head Start to their receiving schools

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-parenting efforts to build partnership.

Heard announcements so that we may be informed of Bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Myriah Herrington	2 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	2 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	6 Minutes
Action: <ul style="list-style-type: none"> Approve 2022-2023 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Amanda Cleveland	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of May 18, 2022, Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano	10 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: <ul style="list-style-type: none"> CSB Director 	Present Clarify Check for understanding	Dr. Aaron Alarcon-Bowen	10 Minutes
Administrative Reports: <ul style="list-style-type: none"> Interim Division Manager 	Present Clarify Check for understanding	Amy Wells	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Ali Vahidizadeh	8 Minutes
Wellness Activity	Present Clarify Check for understanding	Jasmine Cisneros	5 Minutes

Report: <ul style="list-style-type: none"> Community Assessment 	Present Clarify Check for understanding	Amanda Cleveland	12 Minutes
Report: <ul style="list-style-type: none"> Parent Survey Results 	Present Clarify Check for understanding	Nelly Ige	15 Minutes
Report: <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	2 Minutes
Report: <ul style="list-style-type: none"> Transition to Kindergarten 	Present Clarify Check for understanding	Ron Pipa And Afi Fiaxe	15 Minutes
<ul style="list-style-type: none"> Site Reports 	Present Clarify Check for understanding	Site Representatives	6 Minutes
<ul style="list-style-type: none"> Announcements 	Present Clarify Check for understanding	Ana Araujo	2 Minutes
<ul style="list-style-type: none"> Meeting Evaluation 	Plus/Delta	Volunteer	3 Minutes

Video Conference Meeting – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
 - Review documents ahead and be ready to participate as required.
 - Familiarize yourself with your phone settings, mute/unmute buttons.
 - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
 - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
 - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
 - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
 - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
 - A YES (list names of members voting aye)
 - NOES (list names of members voting no)
 - ABSTAIN (list names of members who abstained)
 - ABSENT (list names of members absent)
 - The chair will announce the proposed decision by stating(Samples):
 - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
 - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
 - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

2022-2023 CSB Program Planning Calendar Overview

The CSB Program planning calendar is a document utilized throughout the programs at CSB including the Head Start & Early Head Start programs. The planning calendar is an outline for activities that occur throughout the program year and provides guidance on timelines for completing tasks such as:

- Submitting grant applications
- Submitting reports to governing bodies
- Seeking approval from Policy Council and other governing bodies
- Completing training for staff, volunteers, and governing bodies
- Completing ongoing monitoring

How Tasks/Events are Listed:

Tasks are listed in order of the Senior Manager responsible for the task, and lists additional sponsors or staff, who may provide direct oversight of the task. The planning calendar includes items that are required by grantors, federal, state and local government, and best practices.

How do we Determine Timelines:

Each section includes a citation with a hyperlink to the appropriate requirement online or is listed as a "County Requirement" or "Best Practice". The specific timelines are determined based on whether an external agency is providing guidance or it's an internal timeline CSB has created to ensure we meet and/or exceed external guidelines.

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ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Aaron Alarcon- Bowen															
Board of Supervisors: Communication	Best Practice		Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement				Plan for Community Action Month	Attend BOS Meeting for PD/PY Layoffs		Community Action Month BOS Proclamation		
	1302.102 Achieving Program Goals									Meet with individual Board members for HSPPS, governance and Eligibility training and updates					
	*County Requirement **Best Practice				*FHS Committee Presentation						**Invite Board Members to Centers for Week of the Young Child				
Board of Supervisors: Reports	Section 642, Head Start Act. 1301.2 Governing Body 1302.102 Achieving Program Goals		Monthly Report to BOS/CAO												
Communication: Staff			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			
Communication: Staff			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			
Planning: Strategic Planning	1302.102(a)				Revisit 2021 Proposed Strategic Initiatives	Strategic Plan Updates to Staff and PC	Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements						Report Progress on CSB Strategic Plan		
Amanda Cleveland															
Community Assessment (Year 5) 2018-2023 Major Update 1x each grant cycle	1302.11(b)(1) and (2)		Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant					Researching Community Assessment Updates- Year 5 (Contractor- Diane Godard)	Finalize Community Assessment	Prepare presentation for PC, CSB teams, and others as needed	Action: Present Community Assessment Executive Summary Report for PC, BOS, EDC, and Staff		
										Researching for Year 5 Community Narratives (survey(s) of community members, community photos, etc.)					
Planning Calendar						Host Meeting w/ Leads to brainstorm ideas for Planning calendar format		Request Planning Calendar Updates from Senior Management leads (As Assigned/Up-Date assignments)	Leads Review and Update Sections		Send to SAM for Review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff	
Policies & Procedures Biennially; Full Update 2022/2023	1302.102(c)(1) and (2)		Distribute Hard Copies to Centers/ Administrative Offices. Post on the Intranet. Conduct Annual Staff Training on Service Plans and P&P's						Check-In w/ SAM regarding addendums needed	Distribute Assignments to Senior Managers/CS Managers Review Team	Senior Managers/ Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Enlist PC Subcommittee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Gets Final SAM Approval	Action: Submit to PC and BOS for Approval /Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet	
Recordkeeping & Reporting: Annual Report	1302.102(d)(2) Sec. 644(a)(2)		Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/ Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	
Self Assessment Activities	1302.102(b)(2)(i)					Recruit PC Self-Assessment Subcommittee	Begin Self-Assessment Process Planning			Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites	Identify Sites and Classrooms for Self-Assessment and Instruments		Conduct Self-Assessment (CSB/FBHS)	Conduct Self-Assessment (CSB/FBHS)	Review Self-Assessment Data & complete SA report
	1302.102(b)(2)(ii)						Present Process to PC and Broaden Subcommittee Membership			Train Community Volunteers/PC Subcommittee Members	Develop Self-Assessment Schedule and Send Out Notification				(August) Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan

Self Assessment Activities (cont.)													Action: (August) Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)				
Amy Wells																	
Communication: Families				Community Work Days (may be suspended or postponed due to COVID-19)				Community Work Days (may be suspended or postponed due to COVID-19)									
Communication: Families		1302.51 Parent Activities Promoting Child Learning		Early Closure Letter/Curriculum Input Letter		Back to School Nights (may be suspended or postponed due to COVID-19)		Fall/Holiday Letters				Year-end celebrations					
Communication: Staff				Monthly Cluster meetings		Quarterly All Cluster meetings		Quarterly All-Cluster meetings		Quarterly All Cluster meetings		Quarterly All Cluster meetings					
Carlos Ribeiro																	
Recordkeeping & Reporting: Equipment and Files		Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Drop Files to Warehouse for Storage								Release Files Past Destruction Date to County for Shredding					
		Prior Program Year Archived Files Stored at Sites for One Year															
Christina Reich																	
Community Services Block Grant: CSD Meetings and Trainings				2021 CAP Annual Convention-NY, NY Aug 31 - Sep 2													
		Quarterly CSBG Service Providers Meeting						Quarterly CSBG Service Providers Meeting				Quarterly CSBG Service Providers Meeting					
Community Services Block Grant: EOC Meetings/Events		Monthly EOC Business Meetings															
				Election of EOC Executive Committee Officers 2022-2023				Present the 2021 Board of Supervisors Annual Report to EOC				Form 700 due to Clerk of BOS Community Action Month: EOC Outreach Event					
Community Services Block Grant: Subcontractors				EOC Members & Staff Begin 2022-23 Subcontractor Onsite Monitoring		EOC RFI Process for 2023-2024 CSBG Funding		Subcommittee to Review CSBG Proposals for 2023-24 Subcontractor Contracts		2023-24 Awarded Subcontractors and CSBG Budget presented to the EOC		Annual CSBG Roundtable					
Community Services Block Grant: Reporting/Audits		20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)		Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD		20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec)		20th: Annual Programmatic Reports due to CSD		20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2023)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
				Organizational Standards Due				15th: Last day to Submit Budget Modification to CSD (If necessary)				1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2022)		31st: 2022-23 CSBG Close Out Report Due to CSD			
Contracts: CSBG						Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2023-24		RFI Information session for potential subcontractors		Begin executing 2023-24 CSBG contracts							
Eva Gaipa																	
Tracking		Monthly Personnel Tracking reports: WC/FMLA/LOA Performance Review - every other month Staff & Center Roster Vacant/Filled Report															
		CDE Staffing Qualifications		Ongoing Permit expiration notices to staff													
Monitoring		Ongoing Personnel File Monitoring including partners															
		Performance Review notices		Performance Review notices		Performance Review notices		Positions Control Review		Performance Review notices		Performance Review notices		Personnel Budget review.			

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PD/PY			Return-To-Work Letter to Laid off PD/PY staff (August 1st)	PD/PY Employees return							Action: Board Order to Layoff PD/PY Staff	Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	
												Notice of Proposed Action for Layoff		Summer closure & PD/PY Staff Layoff
												Notice of Action for Layoff		
Reporting			Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/Senior Mgmt.		LIC 500 to Licensing			LIC 500 to Licensing
Required Training			Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)	CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline Training		Civil Rights Training (Every 2 years Jan./Feb.)		CSB Protocol for Hourly Head Count and Transition training for staff	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)	Child Abuse & Domestic Violence Awareness Training-At time of hire and after every 2 years	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
Labor			Local 1 presentation at NEO (monthly)		Labor -Management Meeting			Labor -Management Meeting			Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	Labor -Management Meeting	Annual Bid	Labor -Management Meeting
Recruitment			Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment CCC, DVC & Los Medanos College job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
										Mills College Tabling Career Event		Pittsburg CofC & Pittsburg USD CareerLink Fair	Career Intro Career Fair	
												Mount Diablo USD Career Fair	West Bay USD Career Fair (being researched)	

Isabel Rengenathen

Family Engagement	1302.51 Parent Activities Promoting Child Learning	Ron				Prep/planning Take Home Activities		EHS: Take home family activities monthly Dec-June						
	1302.51 Parent Activities Promoting Child Learning	Afi				Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June						
Special Events	Best Practice	Education Team & Cluster ADS							"Dual Language Learner" Celebration Feb 21-25	Dr. Seuss Birthday March 2			Teachers Appreciation Week May 2-6	International Mud Day June 29
Contracts: ELCD/CCDD Contracts					Full Day/Part Day-Begin Screenings and DRDP Assessments		Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30			Compile DRDP Parent Surveys by Contract	Complete Agency Summary of Findings		Review Parent Survey Results & Share with Senior Mgmt., BOS, and PC. Submit Report to Analyst.
School Readiness: Reports	Child Screening & Assessments	Ron & Afi		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff				Present Baseline SR goals to PC Prog Svs Subcommittee and Sr. Mgmt.	Present Baseline SR goals to PC, BOS and staff	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt.	Present Mid-Year SR Updates to PC, BOS, and staff			
School Readiness: Reports (cont.)	Achieving Program Goals	Education Team		Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff				First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. and Sr. Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.	2nd DRDP Outcomes Report to PC, BOS and staff			
School Readiness: Transitions: Into, Throughout & Out of Program	Teaching & the Learning Environment	Education Team		In-Service for Full-day teachers & Pre-Service for PD/PY Teachers				Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes		Prepare Kindergarten Transition Packets		Distribution of SR Packets/ backpacks (Transition to Kindergarten)	
		Isabel & Ron				PITC Training for EHS staff	PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff	

Partners

Communication: Regional Office (RO)					Child Outcomes Year-End Report to RO via CAO report (No report due to COVID-19; requirement waived)					Child Outcomes Baseline Report to RO via CAO report				Child Outcomes Mid-Year Report to RO via CAO report
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Family Engagement	1302.51 Parent Activities Promoting Child Learning	Education Team				Prep/planning Take Home Activities	HS: Take home family activities monthly Dec-June							
Partnerships: Communication			Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA	Community Based Partnerships MOU Status Check	Quarterly Grantee and Delegate Meeting		Quarterly Grantee and Delegate Meeting			Quarterly Grantee and Delegate Meeting	
			Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings	Bi-Monthly CoCo Kids Meetings	Program self-evaluation documentation for state program due	Bi-Monthly CoCo Kids Meetings		
				Annual Federal Partner Meeting	Pedestrian Safety Training Required					Begin Kindergarten Transitions/ Trainings	CLASS Training for Partners	Child Abuse/DV Prevention Training Required		
			Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting				Tri-monthly Partner Learning Community Meeting		Tri-monthly Partner Learning Community Meeting		Fees/9400 Trainings for State Partners
					Annual State Partner Meeting					State Partner Meeting				State Partner Meeting
Planning: CS Desk review		Magda and Michelle	CS Desk Guide and Forms review (Every 2 years - 2023)											
Michelle Mankewich														
Communication: Families					Family Newsletter				Family Newsletter and Winter Safety Newsletter				Summer Safety Newsletter	
Communication: Families	1302.51 Parent Activities Promoting Child Learning	Education Team	Monthly Parent Meetings		PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break		PD/PY 1 Week Spring Break (Aligned with Local School Districts)				
Parent Communication Preference Survey					Survey parents on communication preference									
Daily Health Check Monitoring	Culture of Safety CAP May 2022	Catherine Lucerco			Site Health Check Monitoring			Site Health Check Monitoring		Site Health Check Monitoring			Site Health Check Monitoring	
Communication: Families			Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training	Begin Family Handbook Updates (Every 2 years, 2021-2023)	Child Abuse/DV Prevention Training Required			
Give Kids a Smile Day	1302.53 Community Partnerships	Catherine Lucerco						Give Kids a Smile Day (GKSD) - Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program	Give Kids a Smile Day Preparation and Implementation of GKSD Plan weekly emails to staff	Give Kids a Smile Day Event-(1st Friday of the Month of February)				
La Clinica and Life Long Dental Vans	1302.53 Community Partnerships	Catherine Lucerco	Monthly at Selected Sites (as vans are available)											
Hearing and Vision Certification/Training	1302.53 Community Partnerships	Catherine Lucerco		CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers					CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers		CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers			
Healthy and Active Lifestyle	1302.50 Family Engagement					National Food Day- October 24th CCFP Roundtable Conference				"Pride in Food Service Week" -- First week in February	National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition	National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)	
			Monthly Parent Meetings / Trainings			Family Nutrition Meeting					Family Nutrition Meeting			
Family Engagement	1302.51 Parent Activities Promoting Child Learning	Education Team & Site Supervisors				Fall Harvest Festivals					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations
		Education Team									Open House			
		Education Team						EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		EHS PFCE Home Family Activities to support SR PFCE Goals				
		Education Team						HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		HS PFCE Home Family Activities to support SR PFCE Goals				
	1302.53 Community Partnerships	Catherine Lucerco				Health & Nutrition Services Advisory Committee Meeting					Health & Nutrition Services Advisory Committee Meeting			

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			Make Parenting A Pleasure Curriculum (Monthly excluding August)												
	1302.53 Community Partnerships										Family Financial Fitness Workshops				
	1302.53 Community Partnerships		ESL Classes									ESL Classes			
	1302.50 Family Engagement	Site Supervisors	Literacy Workshops (year round)												
	1302.50 Family Engagement		Male Involvement Events (year round)												
Planning: CS Desk review		Michelle	CS Desk Guide and Forms review (Every 2 years - 2023)												
Policy Council: PC Meetings and Trainings	1301.3(a)	Michelle	Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee	Recruitment, Election & Finalization of Subcommittee							PC/BOS Joint Meeting	PC Orientation Planning Begins		
	1301.5	Ana			Make-Up PC Orientation	Leadership Training- Strength Finder	Ethics/Brown Act Video Training Due	Exec team attend NHTSA PFCE conference				Form 700 due to Clerk of the Board			
	Sec. 642(d)(2)														
	1301.3 Policy Council														
	1302.102(b)	Ana	Monthly PC Meeting (except July and December)												
1302.102(b)	Ana	Monthly Subcommittee Meetings (except July, September and December)													
Monica DeVera															
Human Resources: Monitoring	1302.911 Staff Qualifications		Monitor transcripts TAT					Monitor transcripts TAT					Monitor transcripts TAT		
Human Resources: Required Training	1302.92 Training & Professional Development		Ongoing new employee orientation	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Sept./Oct.)	Mandated Reporter (At time of hire)-EHS				CSB Standards of Conduct			15 Hours of Professional Development (Ongoing)	
Human Resources: Required Training (cont.)	Best Practice		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)												
Monique Young Edwards															
Communication: Staff	Best Practice		Update external calendar meetings		Vacation Request due for 4th Quarter			Vacation Request Due for 1st Quarter			Vacation Request Due for 2nd Quarter			Vacation Request due for 3rd Quarter	
Nancy Benavides															
Federal Reports	75.206	Fiscal Team			Budget Input in HSES Due to ACF for Next Program Year			County Single Audit begins	Head Start & Early Head Start Fiscal Year Begins	Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due		Report the Results of Prior Year Single Audit to PC		
		Fiscal Team	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	
	Sec. 647 (c)(1)-(3)	Fiscal Team		County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient		Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due				
Federal Reports (cont.)	ACF-PI-HS-17-04	Fiscal Team	SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize 2021 Operational and T & TA Budget for HS/EHS; 2021 Budget for PC Discussion and Approval				SF-425 Annual Financial Status Report and SF-429 Real property Status Report Due to ACF			SF-425 Final Financial Status Report Due to ACF	Internal Control Checklist on Casn and Petty Cash due to Auditor's Office		
	ACF-PI-HS-17-03	Fiscal Team	County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office	SF-425 Annual report for CCP2 due to ACF	SF-429 Real Property Status report due to ACF		Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO		Subrecipient & Contractor Determination Checklist			

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		Michael		CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (bi-monthly due on the 20th)	CSBG IS Form Due 3/1	CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)	
State Reports		Fiscal Team	State/County Fiscal Year Begins July 1st	County Year-End Close-Out. Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office					Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO				State/County Fiscal Year Ends June 30th	
			CDE 4th Quarterly Report Due			CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due				CDE 3rd Quarterly Report Due		
			4th qtr QRIS report to Contra Costa County Office of Education (CCCOE)			1st qtr QRIS report CCCOE				2nd qtr QRIS report CCCOE				3rd qtr QRIS report CCCOE	
		Rose	Child Development Audit documentation begins	Child Development Audit-Interim phase	Child Development Audit Begins	Child Development Audit Year-end				Child Development Audit submission to CDE (which can be extended till February 2021)					
		Rose/Ali	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)
		Ali	CACFP CMIPS Submitted							Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services					Year-end Appropriation Adjustments
Nelly Ige															
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Families													Review and Update Stage 2/CAPP Program Handbook (if applicable)	Distribute Stage 2/CAPP Program Handbook (if updates made)	
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Audit				Fiscal Audit											
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Meetings/Conferences	Best Practice		Monthly CSAM & Unit Meetings	CAPPA & EveryChild California Annual Conference											
					CLOUDS Annual Conference										
Contracts: ELCD/CCDD Contracts		Tracy Lewis		Management Bulletin for CDE Refunding Application					Application Due for CDE Refunding Application For Next Fiscal Year				Draft Self-Evaluation Action Plan	Submit Self-Evaluation to CDE/CSS on June 1st.	
									Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs	Compile Parent Surveys (All Programs)		Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC.	FY 2022-2023 Contract Renewal for All Program Types		
LIHEAP/Dept of Energy: Monitoring/Review			Monthly Quality Control Review of Utility Assistance	CSD Console Bi-Annual On-Site Monitoring Visit							CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit	
			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)				Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)		
LIHEAP/Dept of Energy: Meetings/Conferences			Monthly Utility Assistance Meeting	Quarterly Local Service Provider Meeting					Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting		Quarterly Local Service Provider Meeting	
				Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD			Bi-Monthly LIHEAP/DOE Meeting with DCD			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD	
									LIHEAP Action Day Training					Energy Annual Convention	
Ongoing Monitoring: Monitoring	1302.102(c)(1)		1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review			CLASS Monitoring				2nd Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review			CLASS Monitoring	End Monitoring	
					Semi-Annual Child Safety Checklist								Semi-Annual Child Safety Checklist		

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Ongoing Monitoring: Reports	1301.2(c)(2)			Present 2nd Period Semi-Annual Report to PC Monitoring/ Self Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff						Present 1st Period Semi-Annual Report to PC Monitoring/ Self Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff		Review/Update Content of Monitoring Tools and Handbooks		
	1302.102		Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms	Root Cause Analysis & Implementation of Corrective Action Plan						Root Cause Analysis & Implementation of Corrective Action Plan				
Sarah Reich														
Communication: Regional Office (RO)	Sec. 648(d)(1)		Monthly Calls with the RO; Child Restraint System annual waiver due by July 1		School Readiness (SR) Visit for RO	Semi-Annual T/TA POC Check In Meeting						School Readiness (SR) visit for RO	Semi-Annual T/TA POC Check In Meeting	
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment	Sec.641A(h)(2)	Tracy Lewis	Monthly Enrollment Report and Center Status Report Due via HSES by the 7th		Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued					PD/PY Classes End
	1302.12(m)	Tracy Lewis	New State Income Guidelines issued		PD/PY Classes Begin	Eligibility training for PC					Eligibility Refresher Training	Eligibility & Enrollment Clinics		
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment	1302.13	Tracy Lewis							Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive			
		Tracy Lewis	Monthly - Purge Waitlist	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports							Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports	Disperse recruitment flyers to elementary schools		
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection	Sec. 642(c)(1)(E)(v)(II)	Tracy Lewis					Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Rollover			Purge Over-Income Waiver List
	Sec. 642(c)(2)(D)(ii)													
	1302.14(a)(1)													
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance & Planning	Section 642, Head Start Act		Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY				Distribute Slots Map for Next PY	
Contract: CDE	State program	Tracy Lewis			Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year						Submit Program Narrative to request approval for CDE service changes	
GRANTS: HS/EHS/EHS-CCP Grants (09CH010862) (formerly 09CH9115 and 09HP000111)	Policy & Program Guidance on EHS CCP	Haydee Ilan	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, including Goals & Objectives (G&O)	Action: Request PC and BOS Approval for Submission of Grant, Budgets and Goals & Objectives.	Action: Upload Grant Documents and Submit Through HSES	Present Grant Cycle Process Overview to PC at Orientation								Share Grantee Timeline Tasks with Delegate
	Submitting Application https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-638-financial-assistance-head-start-programs		Program G/O Updates Semi-Annual Report	Disseminated G/O to Staff, Department Director, PC, and BOS					Program G/O Updates Semi-Annual Report, Disseminated to Staff, Department Director, PC, and BOS					Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
	ACF-PI-HS-17-04	Haydee Ilan	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF				SF-425 Final Report due to ACF	
Recordkeeping & Reporting: Program Information Report	1302.102 (c) & (d)		Quarterly Meeting CSB and FBHS	Upload PIR by August 31st	Submit to BOS in CAD Report; Present at SAM, Sr. Mgmt. and Cluster Mgmts..	Quarterly Meeting CSB and FBHS	Present to PC		Quarterly Meeting CSB and FBHS			Quarterly Meeting CSB and FBHS		
Sung Kim														

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Business Systems: E-Rate				E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate Form 470	E-Rate Form 471		USAC PIA Review	E-Rate/USAC PIA Review		
				Invoicing USAC/Service Provider for Reimbursement			RFI for Next Year's Technology Needs	RFI for Tele-Communication/Internet/Internal Connection		Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486		
										USAC Conference				
Business Systems: CLOUDS			CLOUDS User Group Meeting			CLOUDS User Group Meeting	CLOUDS User Conference		CLOUDS User Group Meeting	Review Contract by County Counsel			CLOUDS User Group Meeting	CLOUDS Renewal
Business Systems: Facilities/Center Health and Safety			Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen				Quarterly Deep Cleaning EHS & Kitchen	
			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting				Health & Safety Officer Committee Meeting	
						Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								
Contracts: LIHEAP/DOE/ARPA/CARES ACT			Begin CARES Act Contract with CSD	Begin ARPA Contract with CSD	Continuation of CARES Act Contract with CSD	Begin LIHEAP Contract with CSD for PY 2022	End of CARES Act Contract with CSD							
			Continuation DOE Contract with CSD for PY 2020											End of PY 2020 DOE Contract
Low Income Home Energy Assistance Program/Department of Energy: Reports		Ali/Sung	20th: EARS Monthly Report											
Theodore Trinh														
Contracts: Partnerships	1302.44 (b), Child Nutrition 1302.53 (a) Community Partnerships County Admin Bulletin 605.4		CACFP Contract	Begin RFI and Contract process for CSBG Contracts Due in March		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts	Action: BOS Approval of Contracts		Begin Contract Renewals for Contracts Due in July (Pending Slots) *with the exception of CSBG contracts				Action: BOS Approval of Contracts	

Enrollment and Attendance Report to Policy Council May 2022

Enrollment:

- **HS – 68.83%**
- **EHS & EHS-CCP2 –79.41%**

Attendance:

- **HS –73.80 %**
- **EHS & EHS-CCP2 –67.0%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness – non-COVID 19 related.

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

Informe de Inscripción y Asistencia al Consejo de Políticas Mayo 2022

Inscripción:

Enrollment:

- **HS – 68.83%**
- **EHS & EHS-CCP2 –79.41%**

Attendance:

- **HS –73.80 %**
- **EHS & EHS-CCP2 –67.0%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia debido a enfermedad - no relacionado con COVID 19.

La inscripción refleja tanto a los estudiantes en clase como a distancia. La asistencia refleja SOLAMENTE a los niños de la clase.



Policy Council Meeting Minutes
Virtual Meeting



Date: 05/18/2022

Time Convened: 6:06 PM

Time Terminated: 7:54 PM

Recorder: Romina Gonzalez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:06 PM. Juan Batiz, Co-Chair, reviewed desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	Karen Medrano, Secretary, no correspondence.
Parent Recognition	The Policy Council recognized the following staff for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> • Maria Ortega, Associate Teacher at Los Nogales, and Jose Chavez, Teacher at GMC, were presented with a certificate and a book to acknowledge their dedication to the children and families.
Action: Consider approval of 2.28% cost-of-living adjustment for Head Start and Early Head Start to increase pay scales of Head Start and Early Head Start staff	Sarah Reich, Administrative Services Assistant III , provided an overview of the 2.28% Cost of Living Adjustment for Head Start and Early Head Start.

EHS - COMMUNITY SERVICES BUREAU HEAD START PROGRAM 2.28% COST-OF-LIVING-ADJUSTMENT (COLA) BUDGET	
Object Class Categories	AMOUNT
EXPENDITURES	
Permanent	132,479
Temporary	
a. PERSONNEL (Object Class 6a)	132,479
b. FRINGE BENEFITS (Object Class 6b)	80,995
TOTAL PERSONNEL (6a & 6b)	213,474
f. CONTRACTUAL (Object Class 6f)	
5. Delegate Agency Costs	52,754
Delegate Agency Costs - T/TA	
6. Other Contracts	
Delegate Agency (36-904)	9,587
Delegate Agency (36-906)	2,690
Martinez ECC	1,537
Cocokids	384
Contra Costa College	512
KinderCare	512
Tiny Toes	1,537
YMCA of the East Bay	15,479
TOTAL CONTRACTUAL (6f)	84,992
11. Other	
Safety and Supervision Enhancements	77,906
TOTAL OTHER (6h)	77,906
i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)	376,372
j. INDIRECT COSTS (19% of Salaries only)	25,436
k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)	401,808
<i>Non-Federal share</i>	<i>100,452</i>
Total Federal and Non-Federal Budget	502,260

EARLY HEAD START PROGRAM - 2022 2.28% COST-OF-LIVING-ADJUSTMENT (COLA)	
Object Class Categories	EHS AMOUNT
EXPENDITURES	
Permanent	45,507
Temporary	
a. PERSONNEL (Object Class 6a)	45,507
b. FRINGE BENEFITS (Object Class 6b)	34,713
TOTAL PERSONNEL (6a & 6b)	80,220
f. CONTRACTUAL (Object Class 6f)	
6. Other Contracts	
Delegate Agency (36-904)	4,125
Delegate Agency (36-906)	6,260
Aspiranet	21,199
Cocokids	7,398
Contra Costa College	1,138
Crossroads	3,984
KinderCare	6,829
Martinez ECC	2,276
Tiny Toes	1,138
YMCA of the East Bay	9,324
TOTAL CONTRACTUAL (6f)	63,671
h. OTHER (Object Class 6h)	
11. Other	
Safety and Supervision Enhancements	48,436
TOTAL OTHER (6h)	48,436
i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)	192,327
j. INDIRECT COSTS (19.2% of Salaries only)	8,737
k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)	201,064
<i>Non-Federal share</i>	<i>50,266</i>
Total Federal and Non-Federal Budget	251,330

A motion to approve the 2.28% Cost of Living Adjustment for Head Start was made by Jasmine Cisneros, and seconded by Deanna Carmona. The motion passed.

Ayes	Nays	Abstentions	Not Present
Amy Mockoski Ashley Hendricks Claudia Galicia Deanna Carmona Devlyn Sewell Dulce Cisneros Hilda Valencia	Jasmine Cisneros Juan Batiz Karla Hernandez Karen Medrano Laura Brum Lorena Mercham Melanie Graves	Patricia De Queiroz Vilma Gaytan	Deniedre Henry Sinay Castanon Joel Nickelson-Shanks Ebony Hughes Andrea Bajandas Kimberly Nieve Rafael Franco Marcela Esparza
			Heidi Medeiros Maira Garcia Brianna Flores Myriah Herrington Alexandria Remington Erika Farjat Karla Hernandez

Action:
Consider approval of the FY22 Quality Improvement (QI) applications for Head Start and Early Head Start

Sarah Reich, Administrative Services Assistant III, provided an overview of the Quality Improvement for Head Start and Early Head Start.

EHSD - COMMUNITY SERVICES BUREAU HEAD START PROGRAM - 2022 QUALITY IMPROVEMENT BUDGET		
2022 HEAD START - QI		
Budget Categories:	Quality Improvement (QI)	TOTAL
Personnel		-
Fringe Benefits		-
T & TA		-
Travel		-
Supplies		-
Contractual (Partners)	70,311	70,311
Other		-
Sub-Total of Direct Charges	70,311	70,311
Indirect Costs	-	-
Total Federal Amount Being Requested	70,311	70,311
Non-Federal Share	17,578	17,578
Total Federal and Non-Federal	\$ 87,889	87,889
Delegate Agency		
Non Federal Share		
Total Federal Non Federal Share		
Per FGL Correspondence:		
GRANT AMOUNT	70,311	70,311
NFS	17,578	17,578
TOTAL	87,889	87,889

EHSD - COMMUNITY SERVICES BUREAU EARLY HEAD START PROGRAM - 2022 QUALITY IMPROVEMENT BUDGET		
2022 EARLY HEAD START - QI		
Budget Categories:	Quality Improvement (QI)	TOTAL
Personnel		-
Fringe Benefits		-
T & TA		-
Travel		-
Supplies		-
Contractual (Partners)	45,561	45,561
Other		-
Sub-Total of Direct Charges	45,561	45,561
Indirect Costs	-	-
Total Federal Amount Being Requested	45,561	45,561
Non-Federal Share	11,390	11,390
Total Federal and Non-Federal	\$ 56,951	56,951
Per FGL Correspondence: (to check)		
GRANT AMOUNT	45,561	45,561
NFS	11,390	11,390
TOTAL	56,951	56,951

A motion to approve the FY22 Quality Improvement applications for Head Start and Early Head Start was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Jasmine Cisneros	Patricia De Queiroz			Deniedre Henry	Heidi Medeiros
Ashley Hendricks	Juan Batiz	Vilma Gaytan			Sinay Castanon	Maira Garcia
Claudia Galicia	Karla Hernandez				Joel Nickelson-Shanks	Brianna Flores
Deanna Carmona	Karen Medrano				Ebony Hughes	Myriah Herrington
Devlyn Sewell	Laura Brum				Andrea Bajandas	Alexandria Remington
Dulce Cisneros	Lorena Mercham				Kimberly Nieve	Erika Farjat
Hilda Valencia	Melanie Graves				Rafael Franco	Karla Hernandez
					Marcela Esparza	

Action:
Consider approval of the revised budget for the relocation and renovation of the central kitchen as additional Federal funds are needed to complete the project

Sarah Reich, Administrative Services Assistant III, provided an overview of the revised budget for the relocation and renovation of the central kitchen.

GRANT NO. / Carryover	Original Budget (Approved in 2021)	2022 Increase	Funding Available for Central Kitchen Facility (2022)
09CH010862-1 2019 HS/EHS	853,265	-	853,265
09CH010862-2 2020 HS/EHS	1,235,775	495,637	1,731,412
09HP000111-3 2020 EHS-CCP2	257,035	-	257,035
TOTAL Kitchen Cost	2,346,075	495,637	2,841,712

A motion to approve the revised budget for the relocation and renovation of the central kitchen was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present		
Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat
Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez
Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski
Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

Action:
Consider approval of the 2022, Policies and Procedures Addendum

Amanda Cleveland, Administrative Services Assistant III, provided an overview of 2022 Policies and Procedures Addendum.

- **New Policies/Procedures:**
 - Partner Unit Demand Procedure
 - Community Action: Child Support Referral Policy
- **Updates to Existing Policies/Procedures:**
 - Vaccination Requirement for Head Start Staff
 - CSB Telephone Usage Policy
 - Communications
 - Certification of Eligibility
 - Positive Guidance Policy Step Letter

A motion to approve the 2022 Policies and Procedures Addendum was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.

Ayes	Nays	Abstentions	Not Present

Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat
Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez
Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski
Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

Action: Consider approval of April 4, 2022, Board of Supervisors and Policy Council Joint Meeting Minutes	The minutes of the April 4, 2022, Policy Council Joint meeting were reviewed and no corrections were made. A motion to approve the minutes from April 4, 2022, Policy Council Joint meeting was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.							
	Ayes			Nays	Abstentions	Not Present		
	Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
	Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat
	Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez
	Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski
	Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
	Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

Action: Consider approval of April 6, 2022, Special Policy Council Minutes	The minutes of the April 6, 2022, Policy Council Special meeting were reviewed and no corrections were made. A motion to approve the minutes from April 6, 2022, Policy Council Special meeting was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.							
	Ayes			Nays	Abstentions	Not Present		
	Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington
	Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat
	Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez
	Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski
	Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores	
	Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	

<p>Action: Consider approval of April 20, 2022, Policy Council Minutes</p>	<p>The minutes of the April 20, 2022, Policy Council meeting were reviewed and no corrections were made. A motion to approve the minutes from April 20, 2022, Policy Council meeting was made by Jasmine Cisneros, and seconded by Juan Batiz. The motion passed.</p> <table border="1" data-bbox="296 240 1698 618"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Ashley Hendricks</td> <td>Jasmine Cisneros</td> <td>Melanie Graves</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Rafael Franco</td> <td>Alexandria Remington</td> </tr> <tr> <td>Claudia Galicia</td> <td>Juan Batiz</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td>Sinay Castanon</td> <td>Marcela Esparza</td> <td>Erika Farjat</td> </tr> <tr> <td>Deanna Carmona</td> <td>Karla Hernandez</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Joel Nickelson-Shanks</td> <td>Heidi Medeiros</td> <td>Karla Hernandez</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Karen Medrano</td> <td></td> <td></td> <td></td> <td>Ebony Hughes</td> <td>Maira Garcia</td> <td>Amy Mockoski</td> </tr> <tr> <td>Dulce Cisneros</td> <td>Laura Brum</td> <td></td> <td></td> <td></td> <td>Andrea Bajandas</td> <td>Brianna Flores</td> <td></td> </tr> <tr> <td>Hilda Valencia</td> <td>Lorena Mercham</td> <td></td> <td></td> <td></td> <td>Kimberly Nieve</td> <td>Myriah Herrington</td> <td></td> </tr> </tbody> </table>	Ayes			Nays	Abstentions	Not Present			Ashley Hendricks	Jasmine Cisneros	Melanie Graves			Deniedre Henry	Rafael Franco	Alexandria Remington	Claudia Galicia	Juan Batiz	Patricia De Queiroz			Sinay Castanon	Marcela Esparza	Erika Farjat	Deanna Carmona	Karla Hernandez	Vilma Gaytan			Joel Nickelson-Shanks	Heidi Medeiros	Karla Hernandez	Devlyn Sewell	Karen Medrano				Ebony Hughes	Maira Garcia	Amy Mockoski	Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores		Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington	
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Dulce Cisneros	Laura Brum				Andrea Bajandas	Brianna Flores																																																			
Hilda Valencia	Lorena Mercham				Kimberly Nieve	Myriah Herrington																																																			
<p>Administrative Reports</p> <ul style="list-style-type: none"> CSB Executive Director 	<p>Dr. Aaron Alarcon-Bowen, CSB Executive Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates: INSPIRATIONAL STORY: Leave stress behind, use wellness techniques and be mindful all will work out.</p> <p>Delegate Agency Updates:</p> <ul style="list-style-type: none"> The YMCA will serve the same number of children as the previous delegate agency. All sites, except the one on the First Baptist Church grounds will remain open. The YMCA’s contract will allow from May 15th to June 30th as a startup phase, allowing them time to hire staff gain site licenses, and prepare the sites. Services to children and families will begin on July 1st, 2022. Community Services Bureau (CSB) will contract with YMCA for food services from July to December 2022. The YMCA is hosting a job fair on May 21st to interview and hire First Baptist current staff on the spot. <p>Program Updates:</p> <ul style="list-style-type: none"> CSB celebrated teacher appreciation week the first week of May, we appreciate the hard work all teachers do every day. Due to the increases of cases of COVID-19, 7 classrooms closed; please remember to take safety procedures and follow protocols, i.e., masking and hand washing. Dr. Marla Stuart, Employment and Human Services Director, will hopefully be able to start visiting centers in June 2022. Teacher recruitment is a priority. CSB is developing a comprehensive marketing campaign to include billboards, park benches, online and more. The Office of Head Start requires full enrollment by September 2022, ensuring we are full staffed will help us meet this goal. CSB continues to “Grow our Own”, and are working to expand collaboration with higher education programs in the area. 																																																								
<p>Administrative Reports</p> <ul style="list-style-type: none"> Interim Division Manager 	<p>Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of April as follows:</p> <ul style="list-style-type: none"> The April enrollment was 68.54% for Head Start, 81.85% for Early Head Start and Early Head Start Child Care Partnership #2. The April attendance was 76.47% for Head Start, 79.37% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Program updates:</p>																																																								

Classroom Operations-

- Staffing is a high priority; working on hiring through a layered approach (digital marketing, job fairs, speaking at local community colleges, handing out fliers, collaboration with Contra Costa County Library)
- We have also seen an increase in COVID cases; Just a few reminders:
 - ✓ Required to close for ten days when there is a positive case
 - ✓ Masking is still required; please send your child with a mask each day
 - ✓ Masking is recommended in all indoor locations
 - ✓ Please stay home if you are sick! Communicate any illness to your Site Supervisor and CS staff
- Pre-Pandemic Services-It is our hope that as the number of cases lessen, we can get back to pre-pandemic services such as tooth brushing in the classroom, teachers eating lunch with the children, families signing in in the classroom, and family & community volunteers. We hope to begin phasing some of these practices back in as of July 1; however, we will rely on COVID data to direct us.
- Teacher Appreciation Week-CSB celebrated Teacher Appreciation Week the week of May 2-6th! We could not operate such wonderful programs without our incredible teachers. Each site held special events to celebrate the individual staff. Kudos to all CSB teaching staff; we appreciate you!
- T/TA Visit-Region 9-CSB received a special visit of support from Head Start on May 4. They spoke about our strengths, including positive teacher-child interactions, responsiveness, ratio, and appropriate materials in the classrooms, welcoming staff, alarm system, curriculum studies evident, and active participation from the children. They also provided some additional suggestions to add to our already existing site and classroom safety systems.
- Child and Adult Care Food Program (CACFP) Review-Held the week of April 18-22nd; CSB passed with flying colors; no finding. Kudos to our CNU!
- Trauma-Informed Practices-Surveys sent to all CSB staff to assess our Trauma-Informed efforts this past year by our Trauma-Informed Care team in collaboration with managers and staff. As we emerge from tough times and changes, we ultimately aim to create healing environments for each other and our families as a key to collective wellness.

Professional Development-

- On April 27, 2022, CSB held an all-day, off-site Professional Development Day for all teaching staff and site supervisors. In addition to providing many opportunities for staff health and wellness, the training topics include discussion and hands-on experiences of the following: how to “Nurture the Nurturer,” Child’s Personal Rights and a review of child health, safety, and supervision, social and emotional competence in children, inclusive or Positive Guidance Plans for children. Our Comprehensive Services team also attended an all-day training focused on the PIR, data entry and Quality Monitoring Units (QMU) findings for period 1. Staff were also celebrated for their continued efforts in supporting families. CSB Analyst Monica DeVera, virtually joined the Social Media Strategies Summit this week to learn more about building reliability through social media. The summit brought together a panel of professionals to share their brand-building strategies, including tips for content, consistent messaging, customer service, and more! Discussion topics included keeping brand messaging cohesive and consistent across channels, using social media to build strong relationships, and ways to respond to comments to bolster trust.
- Various staff attended the in-person National Head Start Association NHTA Annual Conference in Baltimore on May 2-6. Some topics staff heard about were: “How to Stop Change Fatigue from Becoming Change Revolt,” “Creating and Marketing a Competitive Compensation and Benefits Package,” and “Retaining Talent During Challenging Times.”

Administrative Reports <ul style="list-style-type: none"> • Fiscal 	<p>Ali Vahidzadeh, Accountant II: presented the following financial reports with support from</p> <ul style="list-style-type: none"> • 2021-2022 Head Start Program: In March 2022, year-to-date cash expenditures were \$2,795,703 YTD, representing 16% of the program budget. • 2021-2022 Early Head Start Program and CC Partnership: In March 2022, year-to-date cash expenditures were \$987,020 YTD, representing 11% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for March 2022, were \$8,835.84. • Child and Adult Care Food Program: In March 2022, total meals served, including breakfast, lunch, and supplements, was 23,357.
Subcommittee Updates	<p>Program Services: No updates</p> <p>Fiscal: Jasmine Cisneros, explained the COLA budget and the monthly budget reports were reviewed in detailed and all questions that arose were answered during the subcommittee meeting.</p>
Wellness Activity	Policy Council Representatives participated in a wellness activity by sharing “Activities during free time”.
Site Reports	<p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista celebrated a successful Week of the Young Child and Staff Professional Development Day. • The front of the Center is newly landscaped with fresh wood chips. • Smoke detectors and Carbon Monoxide detectors were checked. • Preschool Classroom #3 is studying the Clothes project. • Parents received the Friday Flyers inviting them to community events, Make Parenting A Pleasure flyers with QR codes were sent home. <p>Crescent Park</p> <ul style="list-style-type: none"> • In Room 1, Teachers are using Teaching Pyramid to help children understand their feelings. A social/emotional wheel has been introduced to the children to describe their feelings. • CSB READS is doing great! The children are enjoying taking books home and parents are doing a great job returning them. • Working on a planting project for the Spring in room 1. • This month, we will have a guest from TANDEM to read stories in the Preschool and the Toddler classroom. • Please see our resource board in the front entrance for valuable information for parents. <p>George Miller Concord</p> <ul style="list-style-type: none"> • On April 1, 2022, Give Kids a Smile Day, Dr. Bernali Roy and DVC dental students came to complete oral health check-ups with our children. Dr. Ester Calvit, CSB Deputy Director, supported us during the Give Kids a Smile Day. • April 4-8 was the Week of the Young Child, Parents, staff, and children engaged and participated in different fun activities. • On April 6, 2022, Dr. Aaron, CSB Executive Director, visited GMC, and engaged in the different activities of each classroom in celebrating The Week of the Young Child. • On April 26, 2022, Monica De Vera, Administrative Service Assistant III, also coordinator of the Teaching and Training Assistance Program, TTA, visited and met the teachers especially the Teacher Assistant Trainee. • Parent meeting was on April 28, 2022. The topics were: Itsy Bitsy Reader, Positive Solutions and the CSB Child Safety. <p>George Miller III</p>

- George Miller III staff celebrated Week of the Young Child, April 11th-15th. Teachers planned fun educational activities such as making fruit smoothies, coloring and decorating eggs, planting projects, sharing stories of different cultures and countries, and an indoor school-wide parade!
- George Miller III, including various other sites, hosted Give a Kid a Smile Day dental health event on April 1st. Also, there was a virtual Cluster A "Movie Night" for families and their children from various sites on April 8th
- Current areas of study include: Classroom # 2-Study of Recycle, Re-Use-Reduce. Classroom #7 and #9- Study of Buildings.
- All families received tip sheets in both English and Spanish on how to enhance language skills with their children while at home.

Lavonia Allen

- In April, we enjoyed ourselves at the all-day Professional Development.
- In room 1, they worked on The Tree project and even planted their own seeds.
- In room 2, they worked on The Machines project and made a big robot that lives in their dramatic play area.
- We got to meet our new Site Supervisor, Alexis Rogers. She came a few times this month to hang out in our classrooms.
- Shared the <https://ccta.net/projects/charge-up/e-bike-rebate-program/> you can get a rebate for an E-bike!

Los Arboles

- Staff, children, and families celebrated the Week of the Young Child the first week of April. They prepared many activities such as painting their shirts, pajama day, multi-cultural dress-up day, cooking project, musical day and ended the week with a carnival. During the carnival, children played fun games and received prizes.
- We have a new cozy little outdoor house where children can enjoy playing or reading in it.
- Give a Kids Smile Day the dentist came to the site to complete dental exams and provide fluoride for children's teeth.
- Friday resources were emailed to parents.

Los Nogales

- This month we hosted Give Kids A Smile Day. It was very successful. We had 14 children receive exams at Los Nogales.
- New bulletin boards out front of classrooms with pictures of students actively engaged in their projects.
- The entire center participated in the Week of the Young Child, where students participated in multicultural art projects, dress-up days, and many more.
- Room 1: Doing a project on fruit.
- Room 2: Doing a project on bugs.
- Congressman Jerry McNerney, the California 9th district representative, visited Los Nogales. He had a tour of the site and met each staff individually.
- Dr. Aaron Alarcon-Bowen, Executive Director of CSB, as well as Dr. Easter Calvit, Deputy Director of CSB, visited the site and met with students and staff. They also had lunch with the children.
- Provided families with dental resources, vaccine resources, Making Parenting A Pleasure resources and more.
- Children enjoy participating in the CSB reads program.

Marsh Creek

- Had a presentation on Child Abuse Prevention for our parents meeting.
- Celebrated the Week of the Young Child with a variety of fun activities.
- Both classrooms are currently engaged in a project on insects
- Several guests came to read to the children during week of the young child.

	<ul style="list-style-type: none"> • Specific resources were given to individual families as needed. <p>Riverview</p> <ul style="list-style-type: none"> • Room 1 had a lovely formal tea party to close the flower project. Their flowers decorated the area and it was very cute. • Room 1 is wrapping up their flowers project. <p>Verde</p> <ul style="list-style-type: none"> • In April, we enjoyed ourselves at the all-day Professional Development. • We said goodbye to Site Supervisor Alexis, as she is transferring to Lavonia Allen center. • We got a cool new toy, a wind tunnel! It is a fun toy to experiment with. • Amanda Cleveland, Administrative Services Assistant, visited us during The Week of the Young Child. 				
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> • Make Parenting a Pleasure, Session 9, May 24, 2022, from 3 to 4:30 pm. Please register. • National Head Start Association hosting a live call-in event May 25,2022 4:00 PM • Introduce the Ambrose Garden Grant, Community Ambrose Garden by Jasmine Cisneros. 				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;">Pluses / +</td> <td style="text-align: center; width: 50%;">Deltas / Δ</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Thankful for all approved items. • Jasmine and Executive team are facilitating successful meetings. • Parents thankful for trainings. </td> <td> <ul style="list-style-type: none"> • None </td> </tr> </table>	Pluses / +	Deltas / Δ	<ul style="list-style-type: none"> • Thankful for all approved items. • Jasmine and Executive team are facilitating successful meetings. • Parents thankful for trainings. 	<ul style="list-style-type: none"> • None
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CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF APRIL 2022

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 1,419,982	\$ 4,553,936	\$ 3,133,954	31%
b. FRINGE BENEFITS	857,971	3,077,030	2,219,060	28%
c. TRAVEL	-	16,765	16,765	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	82,731	258,500	175,769	32%
f. CONTRACTUAL	403,387	4,296,092	3,892,705	9%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	314,347	4,752,926	4,438,579	7%
I. TOTAL DIRECT CHARGES	\$ 3,078,418	\$ 16,955,249	\$ 13,876,831	18%
j. INDIRECT COSTS	205,127	865,248	660,121	24%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 3,283,545	\$ 17,820,497	\$ 14,536,952	18%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 820,886</i>	<i>\$ 4,450,933</i>	<i>\$ 3,630,046</i>	<i>18%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF APRIL 2022

DESCRIPTION	APRIL YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 371,596	\$ 1,685,285	\$ 1,313,689	22%
b. FRINGE BENEFITS	226,475	1,103,060	876,585	21%
c. TRAVEL	-	7,185	7,185	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	10,292	140,500	130,208	7%
f. CONTRACTUAL	591,535	3,095,030	2,503,495	19%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	25,327	2,662,534	2,637,207	1%
I. TOTAL DIRECT CHARGES	\$ 1,225,224	\$ 8,693,594	\$ 7,468,370	14%
j. INDIRECT COSTS	76,857	320,204	243,347	24%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,302,081	\$ 9,013,798	\$ 7,711,717	14%
<i>In-Kind (Non-Federal Share)</i>	\$ 325,520	\$ 2,253,450	\$ 1,927,929	14%

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
APRIL 2022**

Stat. Date	Amount	Program	Purpose/Description
04/22/22	\$28.49	Indirect Admin Costs	Office Exp
04/22/22	\$72.89	HS Basic Grant	Office Exp
04/22/22	\$72.90	EHS Basis Grant	Office Exp
	\$174.28		
04/22/22	\$179.94	Indirect Admin Costs	Books, Periodicals
04/22/22	\$179.94	HS Basic Grant	Books, Periodicals
04/22/22	\$860.00	Indirect Admin Costs	Books, Periodicals
	\$1,219.88		
04/22/22	\$147.29	Child Nutrition Food Services	Food
	\$147.29		
04/22/22	\$50.00	HS Basic Grant	Publications & Legal Notices
	\$50.00		
04/22/22	\$202.96	HS Basic Grant	Other Travel Employees
04/22/22	\$4,231.84	EHS-Child Care Partnership #2	Other Travel Employees
	\$4,434.80		
04/22/22	\$555.00	HS Basic Grant	Training & Registration
	\$555.00		
04/22/22	(\$22.98)	Literacy Support Contract (CPKS)	Educational Supplies
04/22/22	\$160.03	Literacy Support Contract (CPKS)	Educational Supplies
	\$137.05		
04/22/22	\$45.62	HS Basic Grant	Other Special Dpmtal Exp
04/22/22	\$164.13	HS Basic Grant	Other Special Dpmtal Exp

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2021-22

April 2022

13 Approved Sites



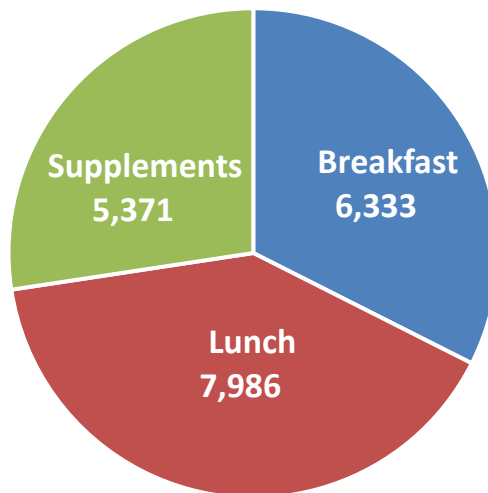
20 Days Meals Served



399 Daily Participation



19,690 Meals Served



**Claim Reimbursement
Total: \$ 51,910**